

C O P Y

14 February 1951

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Personnel Director  
SUBJECT: Personnel Activities from 1 October 1950

1. In accordance with your verbal request, there is submitted herewith the biographical statements covering key personnel within the Personnel Office.

a. Effectuated a complete reorganization of the Personnel Office by realigning operations into a functional breakdown.

b. Increased the personnel staff from ☐ approved positions covering all personnel administration to ☐ This increase in personnel strength was the first consideration and approval given to this office for a two-year period.

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c. Developed, with the assistance of the DD/A, a true picture of current personnel requirements as well as the priorities relating thereto.

d. Procured sufficient investigatory personnel for the Inspection and Security Office to carry out their expanded work-load.

e. Received approval of our request to the Department of Defense for the raising of the service personnel representation to CIA; in addition, the Department of Defense is currently studying, at our request, the possibility of providing us with a greater increase in this representation.

f. Established and currently carrying out necessary arrangements for opening a covert personnel procurement office outside the CIA area. In this connection, during this period we have accomplished actual covert procurement for the first time on what might be called on a large scale.

g. Finalized our liaison with the National Selective Service Headquarters and the Personnel Policy Board, Office of the Secretary of Defense to such a degree that our draft deferment cases and cancellation of recalls are practically automatic.

h. Served as Advisor to the Covert Coordination Committee in establishing personnel policies for Corporations controlled

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by this Agency.

i. Completed, in conjunction with Inspection and Security Office the combination of the Standard Government Application form with the CIA Personal History Statement, thus permitting the abolishment of some measure of red tape.

j. Completed and have concurrence in a qualifications questionnaire for presently employed personnel to bring up to date outside accomplishments so that such may be considered in our internal placement and promotion program.

k. Completed placing all personnel employment information on IBM cards to permit quick and accurate reporting.

l. Expanded our military Personnel Division to permit procurement of service personnel at the various posts, camps and stations as requested by the operating offices.

m. Established and appointed a Special Assistant to the Director of Personnel whose sole concern will be interviewing and following up on VIP cases.

n. Procured and entered on duty a Chief for the Personnel Procurement Division.

o. Procured and entered on duty ☐ personnel procurement officers for field activities.

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p. Procured a Colonel, USA to head up the Military Personnel Division. It is expected that he will enter on duty by the end of this month.

q. Established a Staff Group to the Personnel Director to carry out special studies such as Hazardous Duty Pay Plan, Special Salary Administration programs as well as official ☐ problems with other government agencies.

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s. Assumed responsibility at the request of OPC for all liaison with the Department of State ☐ problems.

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t. Processed to Inspection and Security for clearance ☐ cases.

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u. Entered on duty ☐

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3. It is felt that further reference to (a), regarding the complete reorganization of the Personnel Office might be helpful in considering the reorganization. We attained several things which previously were not possible. The first and most important was a complete centralization of all personnel procurement activities in the Agency under one controlling group. This in itself not only saves time and money but also prevents major security flaps from arising in the field. The second thing this reorganization permitted was the establishment of the staff group within my office, thus enabling me to have a group of expert personnel technicians to do the staff studies work and the leg work concerned with the establishment of a true personnel administrative program. Heretofore it was necessary, because of the lack of such a unit for one of the operating people to do the necessary research and study necessarily involved in a personnel program encompassing [ ] people.

4. The third major accomplishment was consolidating all administrative activities within the office. This move in itself not only prevented duplication of study and and research but also insured the Deputy Director for Administration of an internal salary alignment that is sound across all organizational lines.

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